

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-165 **Issue Date:** 08-10-16 **Closing Date:** 08-31-16

Office Assistant III
Yakama Nation Payroll
Department of Finance
Hourly Wage: \$10.87/Regular/Full-Time

Incumbent is responsible to perform a variety of technical administrative office support work for the Yakama Nation Payroll Department. Responsible to set up and initiate scanning process of payroll files. Follow Payroll procedures and guidelines in the disposition of confidential files. Works with all Payroll staff to ensure accurate preparation of outdated timesheets, payroll deductions and employee files are ready to be scanned. Assist in transporting files to and from storage. Provide superior customer service in response to inquiries regarding Yakama Nation Elected Officials and employees.

Knowledge, Skills and Abilities:

- Knowledge of general office principles, practices and techniques, including some record keeping.
- Ability to understand and execute complex oral and written instructions.
- Ability to communicate effectively both orally and in written form.
- Ability to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to demonstrate computer literacy in using standard office and business software.

General Recruiting Indicators:

- Any experience and education demonstrating, the ability to perform the work, and/or any job training that meets the minimum requirements equivalent to Office Assistant II. OR,
- Substituting, on a month-for-month basis, successful completion of course work or training in office principles and practices for a minimum experience of six months.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Position demands that the incumbent is reliable, trustworthy, and punctual.
- Must possess a valid Washington State Driver License and ability to obtain a Tribal Drivers permit.
- Must adhere to and maintain strict confidentiality practices.